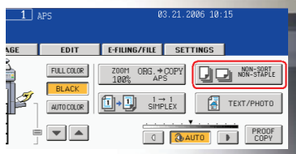
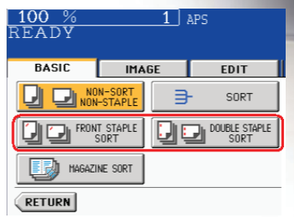
TOSHIBA

OPERATING INSTRUCTIONS

e-STUDIO2500c/3500c/3510c

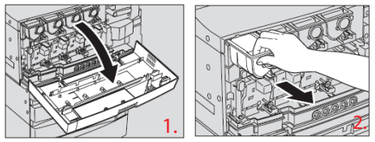
FINISHING- AUTOMATIC STAPLING

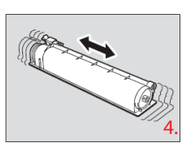


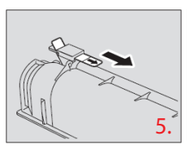


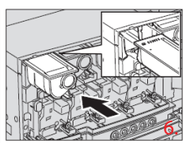
1. Place paper in the cassette(s). When using this mode in bypass copying, be sure to specify the paper size.
2. Place the original(s).
3. Press the (NON-SORT, NON-STAPLE) key.
4. Press the (FRONT STAPLE) or (DOUBLE STAPLE) or (REAR STAPLE) key.
5. Press the (START) key.

CHANGING TONER CARTRIDGE









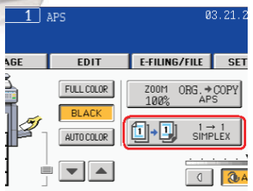
1. Open the front cover.
2. Put your fingers in the groove and slowly pull out the colour toner cartridge to be replaced.
3. When the cartridge is pulled out more than halfway, pull it straight out while supporting it.
4. Shake the new toner cartridge well to loosen the toner inside.
5. Pull out the seal in the direction of the arrow.
6. Insert the new toner cartridge straight until it stops.
7. Close the front cover straight until it stops.

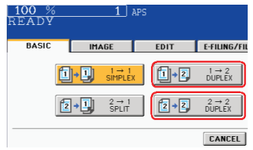
CHECKING THE METER READING

1. Press the User Functions (123) key.
2. Press the Print Out Total Counter Icon.
3. Collect the printed counter report from the exit tray.

For Toshiba Service and Supplies call:

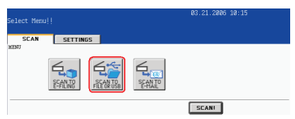
1-SIDED ORIGINALS TO 2-SIDED COPIES

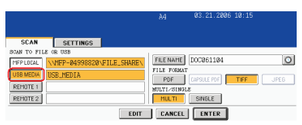


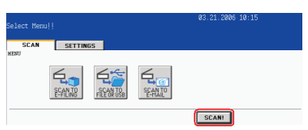


1. Place paper in the cassette(s)
When using this mode in bypass copying be sure to specify
the paper size.
2. Place the original(s)
3. On the basic screen, press the (1 > 1 SIMPLEX) key.
4. Press the (1 > 2 DUPLEX) key or (2 > 2 DUPLEX)
Select other copy modes as required.
5. Press the (START) key.

SCAN TO FILE OR USB

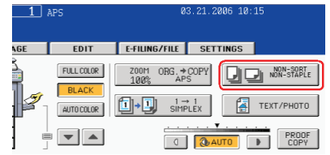


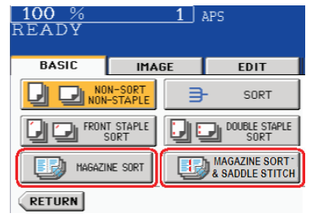




1. Place the original(s). For instructions about placing the originals, see Operator's Manuals for Basic Function.
2. Press the (SCAN) button on the control panel to enter the scan menu.
The basic scan menu is displayed.
3. Press the (SCAN TO FILE OR USB) button.
The SCAN TO FILE OR USB screen is displayed.
*4. If you want to store the scanned data in the USB media, connect the USB media to the equipment, press the (MFP LOCAL) button to release and then press the (USB MEDIA) button. Button is selected (displayed as reversed button).
5. Press the (ENTER) button. The screen returns to the basic scan menu. Press the (SCAN!) button.
*TIP: If the USB media is not connected to the equipment, the USB MEDIA button cannot be selected.

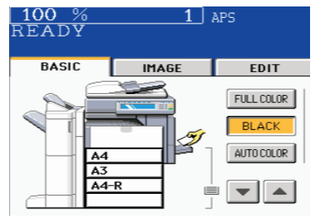
MAGAZINE SORT & SADDLE-STITCHING MODE (BOOKLET MODE)





1. Place paper in the cassette(s).
2. Set the paper size.
3. Place the original(s).
When placing them in the reversing automatic document feeder (optional), set them by referring to the order of pages in the illustrations below.
When placing them on the glass, place the first page of the originals first if (MAGAZINE SORT) or (MAGAZINE SORT & SADDLE-STITCH) is selected. If (SADDLE-STITCH) is selected, set them in the order of pages 12-1, (2-11), 10-3, (4-9), then 8-5, (6-7).
4.Press the (NON-SORT, NON-STAPLE) key.
5. Press the (MAGAZINE SORT) or (SADDLE-STITCH) key.
Select other copy modes as required.
6. Press the (START) key.

BLACK & WHITE/COLOUR COPY MODE SELECTION



This function allows you to select the Full Colour mode, the Black mode and the Auto Colour mode.
1. Press the (FULL COLOUR), (BLACK) or (AUTO COLOUR) button.
- (FULL COLOUR) : Regardless of colour, all originals are colour copied.
- (BLACK) : Regardless of colour, all originals are copied in black & white (default setting).
- (AUTO COLOUR) : The type of original is automatically distinguished. Coloured originals are colour-copied and black & white originals are copied in black & white.

TIP When using the "AUTO COLOUR" mode, pay attention to the following points.
- In the "AUTO COLOUR" mode, if the colour area is too small, the colours are close to black or they are too light, colour originals may be copied in black & white. In this case, select the "FULL COLOUR" mode. Yellowish originals or originals with a coloured background may be automatically copied in colour even though they are black & white. To be sure to make the copies in the desired mode, select "FULL COLOUR" or "BLACK".

TOSHIBA